

Addendum to Student Handbook

Withholding of Transcripts/Report Cards, add to pg. 2.

Lake Country Christian School will not transmit/give transcripts to any institution/person until all tuition/outstanding debts are paid in full in accordance with state law.

Report cards will be withheld until all accounts are paid. Lake Country Christian School will not transmit/give transcripts to any institution/person until all tuition/outstanding debts are paid in full in accordance with state law.

Report cards will be withheld until all accounts are paid. (Exceptions may be made in hardship cases, such as, but not limited to, unexpected illness or loss of a job by the wage earners within a family. Exceptions must be approved by the Lake Country Christian School Director and governing body.)

Grading Scale, add to pg. 3

Kindergarten 4 through Second Grade Scale:

+ indicates skill mastered

RE indicates reinforcement needed

NY indicates not yet mastered

Third Grade Through Middle School:

90% and above = A

80% and above = B

70% and above = C

60% and above = D

59% and lower = Failing

Transportation Policy, add to pg. 11.

Parking Lot

All drivers must comply with the designated traffic flow plan. Enter on Maple. Exit on 41st. Parents should exercise caution during arrival and pick-up times.

Bus Policy

A minimum of two adults shall ride the buses on Lake Country Christian School Field Trips. One adult is usually the teacher and/or an aide. The driver can count as one adult. All drivers must be CDL certified. Parents are not allowed to ride the bus.

All vehicles should be operated only by duly licensed drivers and should enter and exit school grounds slowly and cautiously. Buses should be given right of way and should never be passed by other vehicles. Bus drivers must have a valid CDL and should exercise extreme care while operating the bus. All drivers must comply with the designated traffic flow plan.

If a student withdraws or is terminated before the school year begins and no services have been rendered, the school will issue a refund of enrollment and/or tuition payments received.

Policies for Proper Safe and Ethical Use of the Internet, add to page 12.

Primary (K- 3)

Primary students are limited to these online programs: IXL, ABC Mouse, and Typing.com. All computer use is supervised by a staff member.

Middle School (4 grade +)

Middle School Students will be given instruction throughout the year covering topics including but not limited to: surfing safety; cyber safety, online behavior, email etiquette, appropriate (and ethical) artificial intelligence use, and search tip information.

Middle School students must use the research sites that have been viewed and listed by the teacher as safe and appropriate. Students may be given permission to research other sites at home with their parent's supervision.

Medication Storage and Distribution Policy, add to pg. 13

Medication will be stored in a locked filing cabinet in the office.

Only the Director or Administrator can administer medication. A parent or guardian must sign a medication release form. Parents must provide clear written instructions. Medication release forms should remain in the student's file.

Promotion/Retention Policy, add to pg. 5

Lake Country teachers are experienced in evaluating student progress. If the event that a teacher feels that a student is not yet ready to proceed to the next grade, the director will schedule a meeting with the parent to discuss grade level and/or maturity issues that might keep a student from progressing to the next academic level. The goal will be to offer parent options for their child's education. Additional services may be needed beyond the scope of Lake Country's ability to serve. Action plans will be discussed. Some students may be granted the use of the school's IXL program to work toward grade level readiness at home.

The Director and teacher will recommend promotion or retainment. If the parent disagrees, the director shall have the final decision.

Due Process/Grievance Procedures, add to the end of the book.

Parent and School

Occasionally during the course of the year misunderstandings or problems can arise between parent and the school, or any one of several possible areas. This often results from a lack of communication between those involved. As Christians, scriptural principles for resolving conflicts